Full and Final Settlement Acknowledgement

The Employee acknowledges the full and final settlement below.

Employee

FULL NAME

EMPLOYEE ID

DEPARTMENT

EMAIL

PHONE

Settlement

SALARY FOR DAYS WORKED (₹)

LEAVE ENCASHMENT (₹)

GRATUITY (₹)

BONUS OR OTHER (₹)

RECOVERIES (₹)

NET PAID (₹)

PAYMENT DATE

TRANSACTION REFERENCE

Under the Code on Wages, final dues are paid within two working days of the last day, where that Code applies.

- [ ] I received the net amount above in full and final settlement of my employment dues, without giving up any statutory right that cannot be waived.

Signed electronically under the Information Technology Act, 2000.

Employee

SIGNATURE

PRINTED NAME

DATE

HR

SIGNATURE

PRINTED NAME

DATE